

SECRET

MINUTES

25 JAN 1968

DD/S STAFF MEETING

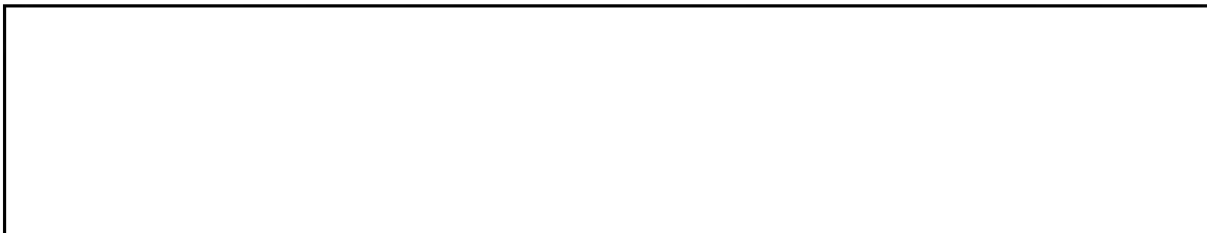
23 January 1968 - 1030 Hours

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*Sp.*



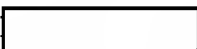
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2. Appointment of Deputy Assistant Secretary of State for Communications





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3. West Lot Parking Permits

 explained that west lot parking permits are available to those employees wishing them for use by wives in getting through the guard posts in order to pick up the employee.

Recent surveys of reserved parking spaces have shown an average of 200 vacant spaces per day. It was emphasized that parking permits are not required to be displayed on cars occupying reserved spaces, so that personnel holding the permits, but not planning to use the space, should notify other personnel who might be able to use the space.

4. ONE Film

Mr. Bannerman said the ONE film had been shown to the Executive Committee and that the DCI was pleased with it and that it was a good film. It will be shown in the auditorium to all employees and is available for use in OTR courses. Copies will be made available to Senior Service Schools, and the Domestic Contact Service  will be asked for their opinion as to possible use of the film for outside groups. It is possible that the film can be shown in the Rosslyn area to obviate the need for those employees making the trip to Headquarters. Mr. Osborn said that the Intelligence Directorate has scheduled a showing of the film to wives of their employees on Friday evening, 26 January;  is to check with the DD/I to make sure that Mr. Helms has approved this showing.

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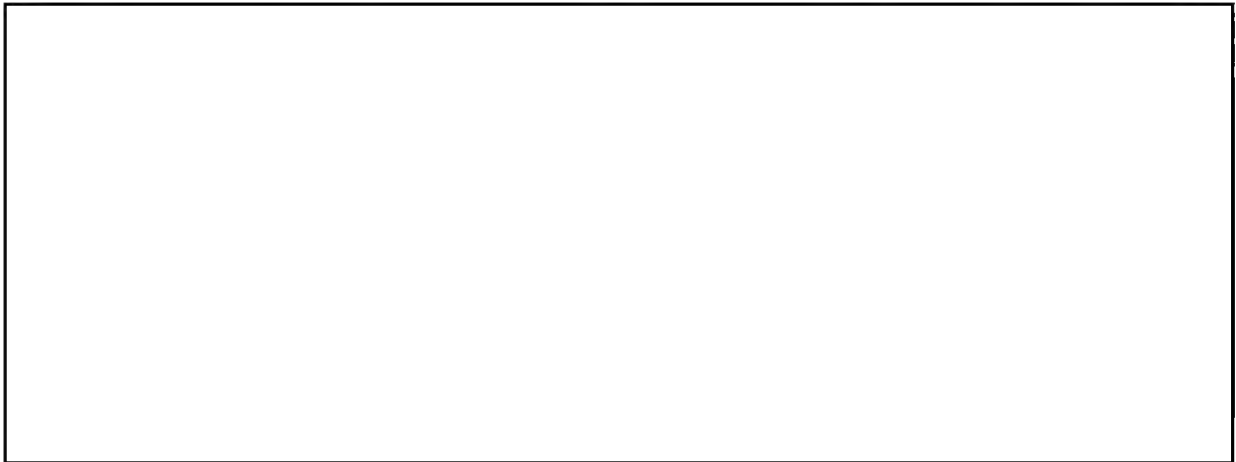
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5. Reduction in Numbers of Personnel Abroad

The President has directed that the Secretary of State and the Secretary of Defense take steps to effect a reduction in the number of American personnel stationed abroad. The State Department has sent messages to its overseas missions calling upon each Ambassador to make a thoughtful review of possible reductions; these reductions should amount to at least 10% in missions with a strength of over 100 personnel, with a 1 April deadline for the submission of plans. The 10 countries with the largest staffs are expected to make reductions in excess of 10%, with a 1 August deadline for the submission of plans.



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The President has also directed a reduction in the number of international conferences held overseas and in travel other than for PCS, home leave, medical and R&R.

These reductions in personnel do not apply to Vietnam.

6. Use of the Director's Private Dining Room

Mr. Helms has pointed out that his private dining room is not fully utilized and is available for use by Agency officials who desire to hold small business lunches in it.

Mr. Bannerman left the meeting at this point.

7. OPPB Plan

John Clarke has announced his intention to revise the OPPB approach to the Program-Wide and Communications presentations in the five-year plan.

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8. Around the Table



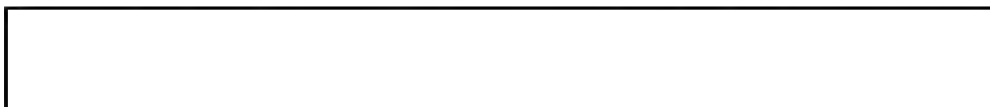
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b. Mr. Wattles:

A group of personnel from the Offices of Personnel, Security and Medical Services reviewed a Navy film on the subject of LSD. Mr. Wattles felt that this was an excellent film and should be included on the noon film schedule. Dr. Tietjen said that he will review the film content but off hand would not favor compulsory showing.

c. Mr. Osborn:

Attorneys from Defense, Justice, State, NSA and CIA are meeting to review the implications of the Ervin Bill. It is planned to present our Security Reindoctrination Lecture to this group in order that they may recognize the nature of the threat which we face.



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d. Dr. Tietjen:

It had been previously reported that 46 Agency employees had been returned from overseas for medical reasons this past year. This number may now be reduced to 36. Five personnel later returned to their overseas positions; eight came back because of malignancies; five due to alcoholism, and the other cases followed no distinct pattern.

There is a trend in the Civil Service Commission to do away with medical examinations for personnel occupying certain sedentary positions. A CSC study showed that of a group of 1000 male employees hired at age 20 only 522 remained at the end of their first year and 296 remained at the end of the third year. Statistics on female employees revealed even more startling decreases in employment retention.

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e. [REDACTED]

Sixteen people, averaging approximately 12 years of Agency experience, are to attend a three-day seminar type workshop [REDACTED] with particular emphasis on the assessment of agents.

Mr. Richardson was pleased with the reporting which he received from Support Offices in response to his request for assistance on his professional manpower study.

f. Mr. Fuchs:

Personnel who resign or retire are subject to approximately 25% withholding of lump-sum leave payments. This is an Internal Revenue Service requirement and not an arbitrary decision on the part of the Office of Finance. Employees thus may have to wait a year to get an income tax refund. He suggested a notice to employees to clarify this situation; Mr. Wattles suggested that it become a part of retiree counseling service.

Employees should carefully consider their retirement date in order that they not be placed at a tax disadvantage upon the receipt of their lump-sum leave payment.

9. [REDACTED]

Mr. Coffey noted that the move [REDACTED] went smoothly and that he and Mr. Bannerman visited OSA on Monday. Personnel seemed to be pleased with their new quarters.

10. The meeting adjourned at 1135.

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